Manitoba

SUPPLEMENTARY INFORMATION FOR LEGISLATIVE REVIEW

1984-1985 ESTIMATES

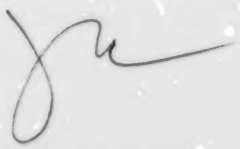
Manitoba
Co-operative
Development

PREFACE

THIS DOCUMENT HAS BEEN PRODUCED BY THE DEPARTMENT OF COOPERATIVE DEVELOPMENT AS A SUPPLEMENT TO THEIR 1984-1985 PRINTED MAIN ESTIMATES. IT IS INTENDED TO PROVIDE FURTHER BACKGROUND INFORMATION ON THE DEPARTMENT TO COMPLEMENT THE INFORMATION ALREADY CONTAINED IN THE PRINTED MAIN ESTIMATES. IT IS HOPED THIS ADDITIONAL INFORMATION WILL ASSIST MEMBERS OF THE LEGISLATURE IN THEIR REVIEW OF THE DEPARTMENT'S ESTIMATES.

THE CONTENTS OF THIS SUPPLEMENT ARE ORGANIZED INTO THREE PARTS. THE FIRST PART PROVIDES AN OVERVIEW OF THE DEPARTMENT'S 1984-1985 BUDGET REQUIREMENTS. THE SECOND PART PROVIDES FINANCIAL ANALYSIS INCLUDING DETAILS OF STAFFING REQUIREMENTS AND EXPENDITURES. THE INFORMATION IN PART TWO IS ORGANIZED ON THE BASIS OF EXISTING MAIN APPROPRIATIONS SO AS TO PROVIDE AN EASY CROSS-REFERENCE TO THE 1984-1985 PRINTED MAIN ESTIMATES. PART THREE PROVIDES A FOUR YEAR HISTORICAL ANALYSIS OF THE DEPARTMENTAL SPENDING AND STAFFING REQUIREMENTS.

THIS DOCUMENT HAS BEEN PROVIDED ON A TRIAL BASIS TO ASSESS ITS MERITS IN ASSISTING MEMBERS OF THE LEGISLATURE IN THE REVIEW OF THE 1984-1985 PRINTED MAIN ESTIMATES. IT IS HOPED THAT THIS DOCUMENT WILL PROVE TO BE A MEANINGFUL INFORMATION SUPPLEMENT AND WILL CONTINUE TO IMPROVE WITH THE INPUT OF THOSE WHO USE THE INFORMATION. THE DEPARTMENT OF COOPERATIVE DEVELOPMENT WOULD THEREFORE WELCOME ANY THOUGHTS AS TO THE APPROPRIATENESS OF THIS SUPPLEMENTARY INFORMATION.



HONOURABLE JAY M. COWAN
MINISTER OF COOPERATIVE DEVELOPMENT

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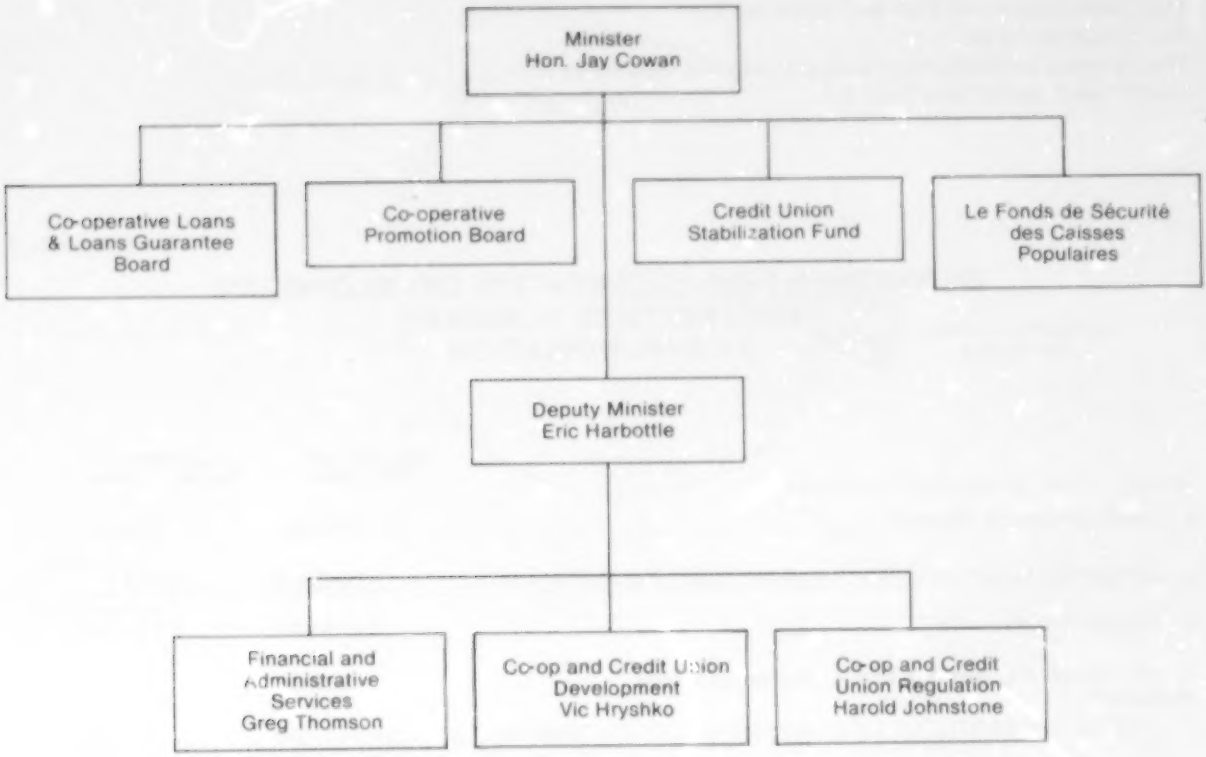
PART 1
DEPARTMENTAL OVERVIEW

DEPARTMENT OF COOPERATIVE DEVELOPMENT

ORGANIZATION CHART



THE DEPARTMENT OF COOPERATIVE DEVELOPMENT – AN OVERVIEW

The Department of Ccoperative Development was established in 1971. Prior to 1971, the Department functioned as the Cooperative & Credit Union Services Branch of the Department of Agriculture.

With the passage of The Cooperatives Act in 1977 and The Credit Unions and Caisses Populaires Act in 1979, administration of the two Acts became the responsibility of the Department, thus adding a new and expanded dimension to its general role and activity.

Today, its responsibility is divided into three distinct areas: Development, Regulation, Finance and Administration. The Department discharges its responsibility to some 400 active cooperatives, credit unions and caisses populaires registered in the Province of Manitoba.

In addition to its developmental and regulatory functions, the Department provides administrative services and are members to The Co-operative Loans and Loans Guarantee Board, the Co-operative Promotion board and has representatives on various provincial and national societies including observer positions on the boards of the Credit Union Stablization Fund and Le Fonds de Sécurité des Caisses Populaires and on the boards of the Credit Union Central and La Fédération des Caisses Populaires du Manitoba.

Schedule 2

STATUTORY RESPONSIBILITIES OF THE MINISTER OF COOPERATIVE DEVELOPMENT

The Credit Unions and Caisses Populaires Act
The Cooperatives Act
The Co-operative Association Loans and Loans Guarantee Act
The Wheat Board Money Trust Act

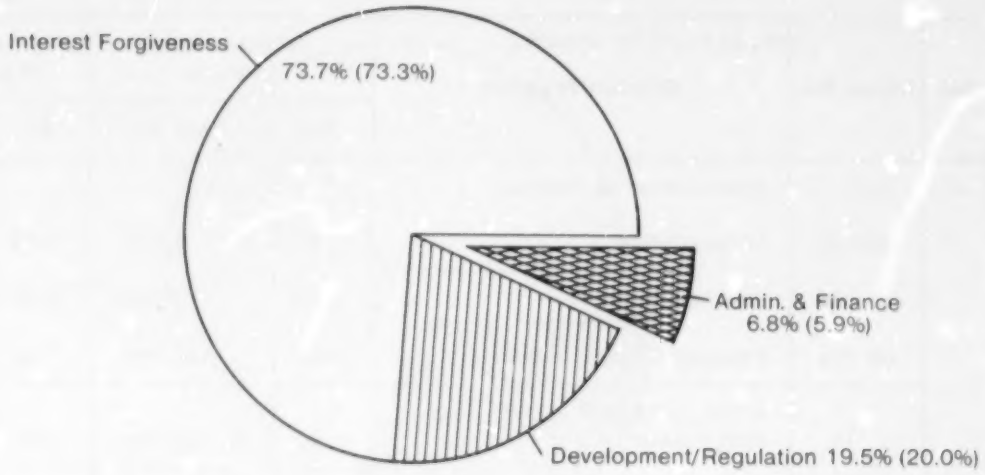
Schedule 3

DEPARTMENT OF COOPERATIVE DEVELOPMENT EXPENDITURE SUMMARY BY APPROPRIATION

	Adjusted Vote 1983 - 1984	Year Ending March 31, 1985
1. Administration & Finance	$ 384,900.	$ 439,100.
2. Cooperative & Credit Union Development and Regulation	1,319,300.	1,262,600.
3. Interest Forgiveness	4,819,500.	4,774,900.
4. Co-operative Loans and Loans Guarantee Board	50,000.	—
TOTAL - DEPARTMENT OF COOPERATIVE DEVELOPMENT	$6,573,700.	$6,476,600

Schedule 4

Cooperative Development
1984/85 Main Estimates Of Expenditure
Percentage Distribution By Main Appropriation
With Comparative Previous Year In ( )



NOTE:

In 1983-84 an amount of $50,000 representing .8% of the total 1983/84 adjusted vote was approved for the Co-operative Loans and Loans Guarantee Board.

Schedule 5

DEPARTMENT OF COOPERATIVE DEVELOPMENT
EXPENDITURE SUMMARY
BY MAJOR ELEMENT

ELEMENT	ADJUSTED VOTE 1983/84	YEAR ENDING March 31/1985
Salaries	$1,496,700.	$1,430,600.
Other Expenditures	207,500.	271,100.
Interest Forgiveness	4,819,500.	4,774,900.
Co-operative Loans & Loans Guarantee Board	50,000.	—
TOTAL – DEPARTMENT OF COOPERATIVE DEVELOPMENT	$6,573,700.	$6,476,600.

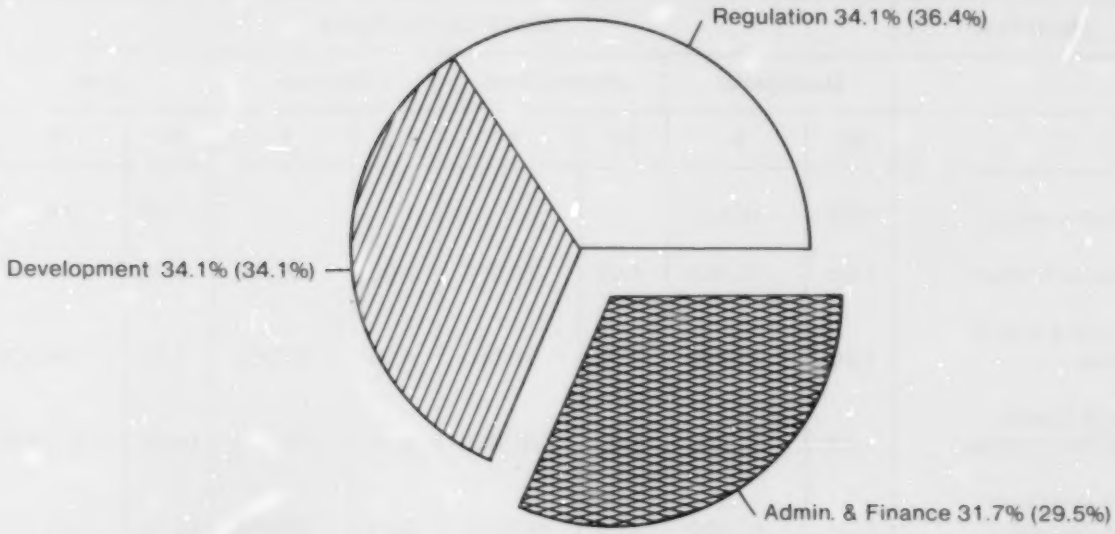
Schedule 6

THE DEPARTMENT OF COOPERATIVE DEVELOPMENT
STAFF YEAR SUMMARY
BY APPROPRIATION

Res	Appro. No.	Division/Program	Adjusted Vote 1983/84		Year Ending March 31, 1985	
			SY	Salaries	SY	Salaries
43	06-1	Administration & Finance				
	06-1(a)	Minister's Salary	1.00	$ 9,800.	1.00	$ 19,600.
	06-1(b)	Executive Support	5.00	170,700.	5.00	157,400.
	06-1(c)	Financial & Admin. Services	7.00	185,200.	7.00	186,300.
		TOTAL ADMINISTRATIVE AND FINANCE	13.00	$ 365,700.	13.00	$ 363,300.
44	06-2	Cooperative & Credit Union Development and Regulation				
	06-2(a)	Co-op & Credit Union Development	15.00	$ 576,400.	14.00	$ 532,900.
	06-2(b)	Co-op & Credit Union Regulation	16.00	554,600.	14.00	534,400.
		TOTAL CO-OP & CREDIT UNION DEVELOPMENT AND REGULATION	31.00	$1,131,000.	28.00	$1,067,300.
45	06-3	INTEREST FORGIVENESS	—	—	—	—
	06-4	CO-OPERATIVE LOANS AND LOANS GUARANTEE BOARD	—	—	—	—
		TOTAL DEPARTMENT	44.00	$1,496,700.	41.00	$1,430,600.

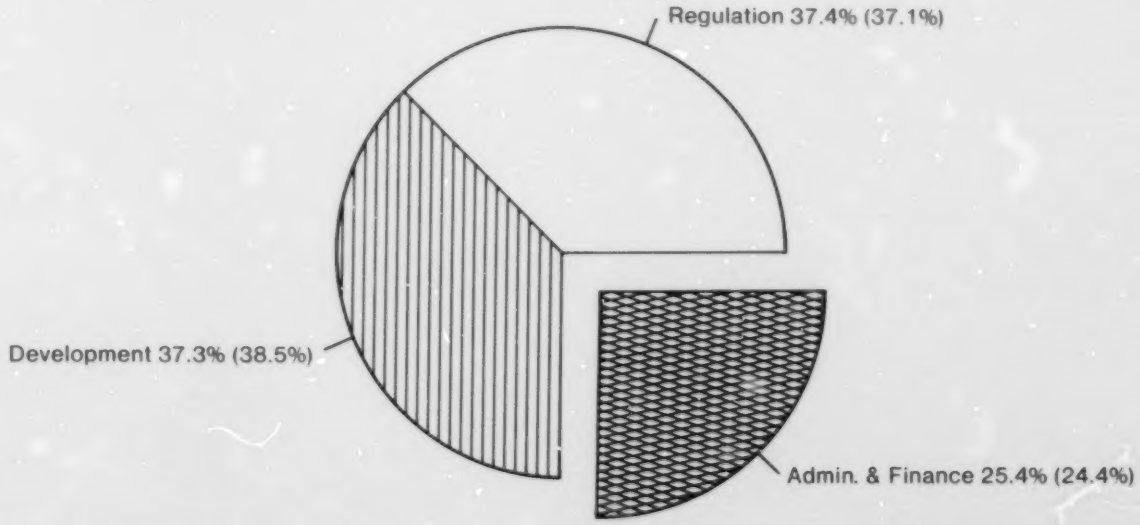
Schedule 7

Cooperative Development
1984/85 Staff Year Summary
Percentage Distribution Of Staff Yrs. By Operating Program
With Comparative Previous Year In ( )



Schedule 8

Cooperative Development
1984/85 Staff Year Summary
Percentage Distribution Of Salaries By Operating Program
With Comparative Previous Year In ( )



Schedule 9

THE DEPARTMENT OF COOPERATIVE DEVELOPMENT
1984/85 STAFF YEAR SUMMARY
BY STAFF CATEGORY

PROGRAM	STAFF CATEGORIES							
	Managerial		Professional		Clerical		Total	
	SY	$	SY	$	SY	$	SY	$
Minister's Salary	1.00	19,600					1.00	19,600
Executive Support	1.00	62,300	1.00	30,000	3.00	65,100	5.00	157,400
Financial & Admin. Services	1.00	41,400	2.00	75,600	4.00	69,300	7.00	186,300
Co-op & Credit Union Development	1.00	51,800	11.00	435,000	2.00	46,100	14.00	532,900
Co-op and Credit Union Regulation	1.00	51,800	11.00	442,600	2.00	40,000	14.00	534,400
Interest Forgiveness	—	—	—	—	—	—	—	—
Co-operative Loans & Loans Guarantee Board	—	—	—	—	—	—	—	—
TOTAL	5.00	$226,900	25.00	$983,200	11.00	$220,500	41.00	$1,430,600

PART 2

DETAILED FINANCIAL INFORMATION

ADJUSTED VOTE 1983/84	DEPARTMENT OF COOPERATIVE DEVELOPMENT (VI)	YEAR ENDING March 31, 1985
	DEPARTMENT SUMMARY	
$ 384,900	1. Administration and Finance	$ 439,100
$1,319,300	2. Cooperative & Credit Union Development and Regulation	$1,262,600
$4,819,500	3. Interest Forgiveness	$4,774,900
$ 50,000	4. Co-operative Loans and Loan Guarantee Board	—
$6,573,700	***TOTAL FOR COOPERATIVE DEVELOPMENT**	$6,476,600

*RECONCILIATION STATEMENT

DETAILS	1983/84 Estimate
1983/84 Main Estimates	$6,447,000
1983/84 Reciprocal Taxation Agreement Allocation	3,200
Transfer from Fitness, Recreation and Sport	82,100
Transfer from Consumer & Corporate Affairs	41,400
1983/84 Adjusted Vote	$6,573,700

ADJUSTED VOTE 1983/84	APPRO. NO.	DEPARTMENT OF COOPERATIVE DEVELOPMENT (VI) Details of Appro.	YEAR ENDING March 31 1985	RESOLUTION NUMBER
$384,900	1.	**ADMINISTRATION & FINANCE**	$439,100	43

- Provides overall policy direction to the Department
- Provides administrative, financial, research and planning support to the Department, its boards and agencies.
- Ensures progressive legislation to enhance the effectiveness of cooperatives and credit unions/ caisses populaires.

				Reference Number
$ 9,800	(a)	Minister's Salary	$ 19,600	1
184,900	(b)	Executive Support	191,100	2
190,200	(c)	Financial & Administrative Services	228,400	3
$384,900			$439,100	

REFERENCE NO. 1

MINISTER'S SALARY

Adjusted Vote 1983/84			Year Ending March 31, 1985	
SY	$		SY	$
1.00	9,800	PERSONNEL	1.00	19,600[1]

Notes

1. Provides for the full salary of the Minister. In 1983/84 the Minister's salary was split between the Department of Consumer & Corporate Affairs and the Department of Cooperative Development. In 1984/85 the Minister of Cooperative Development is not responsible for another Department and Cooperative Development must provide for the full salary.

REFERENCE NO. 2

EXECUTIVE SUPPORT

- Assists the Minister on matters relating to Cooperative Development and Regulation.
- Provides clerical and secretarial support for the offices of the Minister and Deputy Minister.
- Provides overall policy direction relative to Departmental Programs.

Adjusted Vote 1983/84			Year Ending March 31, 1985	
SY	$	PERSONNEL	SY	$
1.00	69,400	Managerial	1.00	62,300
1.00	35,800	Professional	1.00	30,000
3.00	65,500	Clerical	3.00	65,100
5.00	170,700	TOTAL PERSONNEL	5.00	157,400
		OTHER EXPENDITURES		
	$ 6,000	Transportation		$ 15,000
	1,000	Telephone		4,000
	500	Advertising		500
	200	Courier		700
	1,700	Printing and Stationery		4,700
	500	Rentals – Office Equipment		1,500
	1,500	Hotels		2,500
	1,500	Meals		3,000
	300	Publications		800
	1,000	Other		1,000
	14,200	TOTAL OTHER EXPENDITURES		33,700
	$184,900	TOTAL EXPENDITURES		$191,100[1]

Notes

1. In 1983/84 other expenditures for the Minister were provided by the Department of Consumer and Corporate Affairs. In 1984/85 the Department of Cooperative Development must provide for the total expenditures of the Minister's and Deputy Minister's offices.

REFERENCE NO. 3

FINANCIAL & ADMINISTRATIVE SERVICES

- Carries out the Administrative & Financial requirements of the Department, its boards and agencies through co-ordination with the Department of Consumer and Corporate Affairs.
- Monitors departmental activities to ensure compliance with administrative and financial policies and directives.
- Provides specialized research services to the Department, its boards and agencies.
- Assists in organizational development and long range planning.
- Provides for secretarial support for the Department.
- Assists in planning and evaluating Departmental programs and activities.
- Assists in training need and course identification for all staff.

Adjusted Vote 1983/84			Year Ending March 31, 1985	
SY	$		SY	$
		PERSONNEL		
1.00	38,200	Managerial	1.00	41,400
2.00	74,900	Professional	2.00	75,600
4.00	72,100	Clerical	4.00	69,300
7.00	185,200	TOTAL PERSONNEL	7.00	186,300
		OTHER EXPENDITURES		
	$ 500	Transportation		$ 500
	1,000	Telephones		1,000
	200	Courier		200
	900	Printing and Stationery		900
	500	Rentals-office equipment		500
	500	Hotels		500
	200	Meals		200
	1,000	Computer Related		1,000
	200	Publications		200
	—	Employee Educational Assistance		5,000[1]
	—	Word Processing Related		32,100[2]
	5,000	TOTAL OTHER EXPENDITURES		42,100
	$190,200	TOTAL EXPENDITURES		$228,400

Notes

1. Provides funding for all staff with regards to training and development courses.
2. Provides technical assistance and funding for word processing acquisition.

ADJUSTED VOTE 1983/84	APPRO. NO.	DEPARTMENT OF COOPERATIVE DEVELOPMENT (VI) Details of Appro.	YEAR ENDING March 31 1985	RESOLUTION NUMBER
$1,319,300	2.	**COOPERATIVE & CREDIT UNION DEVELOPMENT AND REGULATION**	$1,262,600	44

- Provides managerial and technical consulting assistance to develop and improve cooperative and credit union/caisse populaire operations. This enables the development of viable business enterprises, resulting in the creation and expansion of the quality and range of employment opportunities leading to the development and utilization of the local economic base and human resources.
- Ensures compliance to the Acts and Regulations established to regulate cooperatives and credit unions/caisses populaires.

				Reference Number
$ 686,100	(a)	Cooperative and Credit Union Development Services	$ 660,800	1
633,200	(b)	Cooperative & Credit Union Regulation	601,800	2
$1,319,300			$1,262,600	

REFERENCE NO. 1

COOPERATIVE AND CREDIT UNION DEVELOPMENT SERVICES

- Encourage and assist in the development of new cooperatives in all sectors including agriculture, utilities, communications, housing, worker cooperatives, etc.
- Provide operational management consulting, management support and training services to established cooperatives to ensure viable and efficient operations through consultation and training with management and the Boards of Directors.
- Provide a public awareness of the cooperative option as a viable alternative of providing goods and services to the citizens of Manitoba.

Adjusted Vote 1983/84			Year Ending March 31, 1985	
SY	$		SY	$
		PERSONNEL		
1.00	56,100	Managerial	1.00	51,800
12.00	475,500	Professional	11.00	435,000
2.00	44,800	Clerical	2.00	46,100
15.00	576,400	TOTAL PERSONNEL	14.00	532,900
		OTHER EXPENDITURES		
	$ 43,500	Transportation		$ 45,700
	13,000	Telephones		14,200
	2,000	Advertising		2,000
	—	Informational Material		4,000
	500	Courier		500
	12,200	Office Supplies		16,000
	4,000	Repair and Maintenance		4,000
	1,500	Rentals		2,200
	2,000	Professional Fees		2,000
	4,000	Other Fees		4,000
	7,000	Hotels		10,000
	13,000	Meals		16,000
	1,000	Publications		1,100
	4,000	Other — Memberships, Promotion, etc.		5,000
	2,000	Payment on behalf of citizens		1,200
	109,700	TOTAL OTHER EXPENDITURES		127,900[1]
	$686,100	TOTAL EXPENDITURES		$660,800

Notes

1. Increases in expenditures due to emphasis placed on the development of cooperatives.

REFERENCE NO. 2

COOPERATIVE AND CREDIT UNION REGULATION

- Ensures compliance to The Credit Unions and Caisses Populaires Act and The Cooperatives Act.
- Provides a central registry for the registration of cooperatives.
- Maintains statistical data on cooperatives and credit unions/caisses populaires.
- Carries out operational examinations on credit unions/caisses populaires and audits on qualifying cooperatives.

Adjusted Vote 1983/84			Year Ending March 31, 1985	
SY	$		SY	$
		PERSONNEL		
1.00	56,100	Managerial	1.00	51,800
13.00	463,700	Professional	11.00	442,600
2.00	34,800	Clerical	2.00	40,000
16.00	554,600	TOTAL PERSONNEL	14.00	534,400
		OTHER EXPENDITURES		
	$ 8,500	Transportation		$ 13,500
	6,000	Telephones		7,800
	1,000	Advertising		1,000
	1,000	Courier		500
	16,300	Office Supplies		14,400
	6,000	Rentals – Office Equipment		4,000
	3,000	Professional Fees		2,200
	10,000	Hotels		5,800
	9,500	Meals		5,600
	8,800	Computer Related		8,800
	2,000	Publications		1,100
	4,500	Employee Educational Assistance		2,300
	2,000	Other		400
	78,600	TOTAL OTHER EXPENDITURES		67,400
	$633,200	TOTAL EXPENDITURES		$601,800

ADJUSTED VOTE 1983/84	APPRO. NO.	DEPARTMENT OF COOPERATIVE DEVELOPMENT (VI) Details of Appro.	YEAR ENDING March 31 1985	RESOLUTION NUMBER
$4,819,500	3.	**INTEREST FORGIVENESS**	$4,774,900	45
		● Provides for interest forgiveness on outstanding loans to Canadian Co-operative Implements and the Credit Unions/Caisses Populaires System.		
				Reference Number
$ 431,400	(a)	Canadian Co-operative Implements Ltd.	$ 386,800	1
$4,388,100	(b)	Credit Unions and Caisses Populaires Assistance	$4,388,100	2
$4,819,500			$4,774,900	

REFERENCE NO. 1

CANADIAN CO-OPERATIVE IMPLEMENTS LTD.

- Provides for Interest Forgiveness on a $2,975,000 loan negotiated in 1982 between the Province and Canadian Co-operative Implements Ltd. The interest, calculated annually, is based on the annual Farm Credit Corporation rate.

Adjusted Vote 1983/84			Year Ending March 31, 1985	
SY	$		SY	$
—	—	PERSONNEL	—	—
		OTHER EXPENDITURES		
	431,400	Interest Forgiveness		386,800
	$431,400	TOTAL EXPENDITURES		$386,800[1]

Notes

1. Reduction in interest forgiveness due to the lowering of interest rates.

REFERENCE NO. 2

CREDIT UNIONS AND CAISSES POPULAIRES ASSISTANCE

- Provides for interest payments to The Credit Union Stabilization Fund and Le Fonds de Sécurité in accordance with the terms and agreements negotiated in the 1982 loan of $29.5 million.

Adjusted Vote 1983/84			Year Ending March 31, 1985	
SY	$		SY	$
—	—	PERSONNEL	—	—
		OTHER EXPENDITURES		
	4,388,100	Interest payment		4,388,100
	$4,388,100	TOTAL EXPENDITURES		$4,388,100

ADJUSTED VOTE 1983/84	APPRO. NO.	DEPARTMENT OF COOPERATIVE DEVELOPMENT (VI) Details of Appro.	YEAR ENDING March 31 1985	RESOLUTION NUMBER
$50,000	4.	**CO-OPERATIVE LOANS & LOANS GUARANTEE BOARD**	$ —	—

- Provides funding authority in the event of default of any loan authorized by the Co-operative Loans & Loans Guarantee Board.

		Reference Number
$50,000	Co-operative Loans & Loans Guarantee Board	1

REFERENCE NO. 1

CO-OPERATIVE LOANS AND LOANS GUARANTEE BOARD

Adjusted Vote 1983/84			Year Ending March 31, 1985	
SY	**$**		**SY**	**$**
—	—	PERSONNEL	—	—
		OTHER EXPENDITURES		
	$50,000	Provision for Loan Defaults		—
	$50,000			$ — [1]

Notes

1. The last requirement for funding was in 1976. Loans are monitored by the Department and all are current. The Department is not expecting a requirement for funds in 1984/85.

PART 3

HISTORICAL INFORMATION

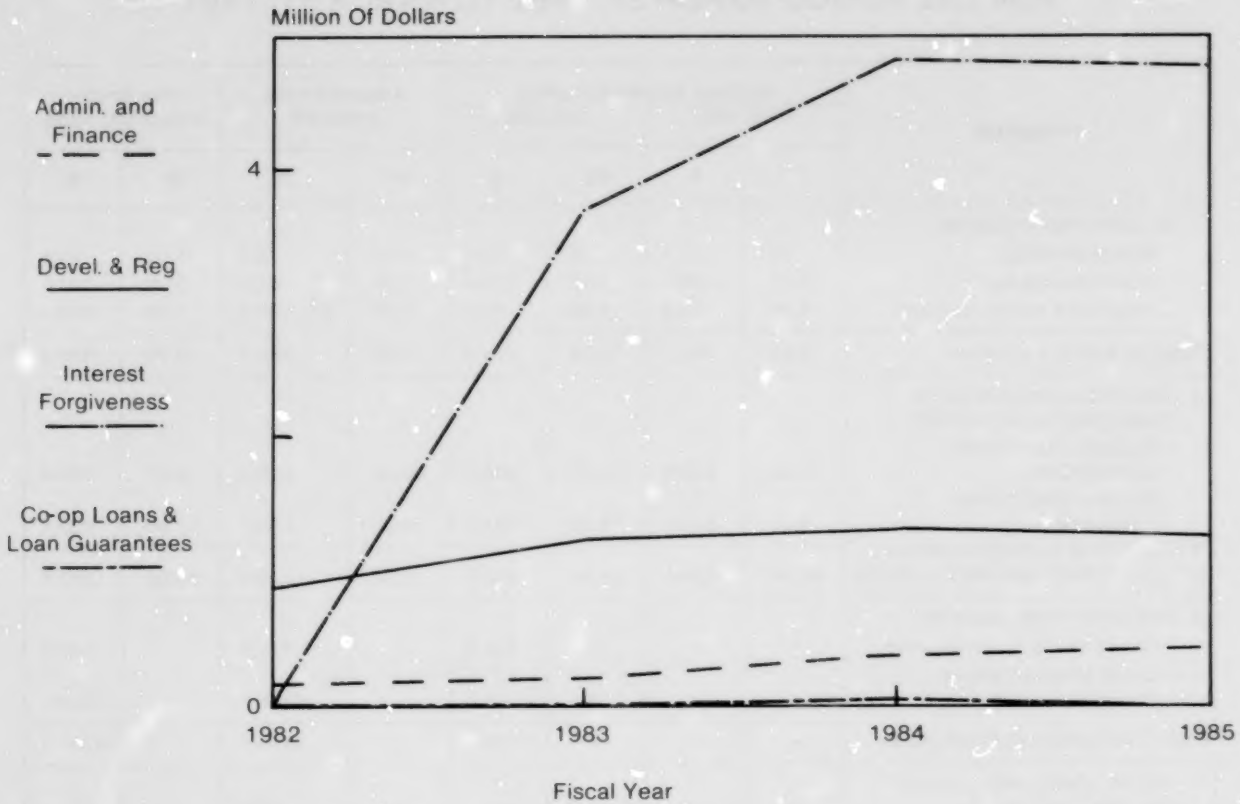
THE DEPARTMENT OF COOPERATIVE DEVELOPMENT
FOUR YEAR EXPENDITURE & STAFFING
SUMMARY BY APPROPRIATION ($000)
FOR THE PERIOD MARCH 31, 1982 TO MARCH 31, 1985

PROGRAM	ACTUAL EXPENDITURES 1981/82		1982/83		Adjusted Vote 1983/84		Year Ending March 31, 1985	
	SY	$	SY	$	SY	$	SY	$
1. Adminstration & Finance								
- Minister's salary	.26	7.1	.26	10.3	1.00	9.8	1.00	19.6
- Executive support	2.00	86.1	3.00	114.4	5.00	(1) 184.9	5.00	191.1
- Financial & Admin. Services	4.00	70.9	4.00	80.6	7.00	(2) 190.2	7.00	228.4
Total for Admin. & Finance	6.26	164.1	7.26	205.3	13.00	384.9	13.00	439.1
2. Cooperative & Credit Union Development & Regulation								
- Co-op & Credit Union Development	15.00	533.5	15.00	588.8	15.00	686.1	14.00	660.8
- Co-op & Credit Union Regulation	9.00	324.9	12.00	651.7	16.00	633.2	14.00	601.8
TOTAL CO-OP & CREDIT UNION DEVELOPMENT AND REGULATION	24.00	858.4	27.00	1240.5	31.00	1319.3	28.00	1262.6
3. INTEREST FORGIVENESS								
- Canadian Co-op Implements	—	—	—	437.9	—	431.4	—	386.8
- Credit Unions/Caisses Populaires Assistance	—	—	—	3266.4	—	4388.1	—	4388.1
TOTAL INTEREST FORGIVENESS	—	—	—	3704.3	—	4819.5	—	4774.9
4. CO-OP LOANS AND LOANS GUARANTEE BOARD	—	—	—	—	—	50.0	—	—
TOTAL DEPARTMENT	30.26	1022.5	34.26	5150.1	44.00	6573.7	41.00	6476.6

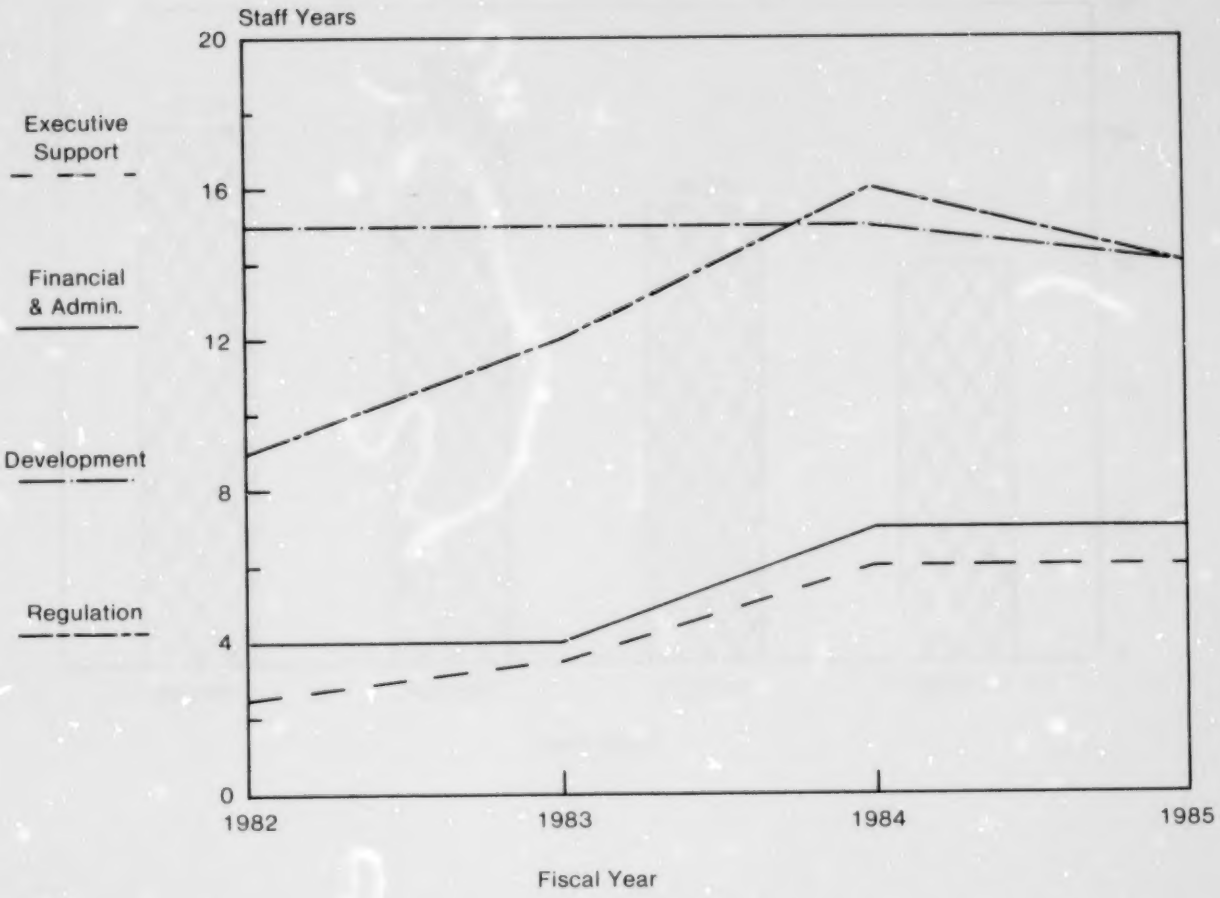
NOTES:

1. Reflects the transfer of two clerical positions from the Department of Consumer and Corporate Affairs for the establishment of the Minister's office in the Department of Cooperative Development.
2. Reflects the transfer of two positions from the Department of Fitness, Recreation and Sport which was disestablished during 1983/84. In previous years, the Department of Cooperative Development and the Department of Fitness, Recreation and Sport shared Financial and Administrative Services.

Co-operative Development
Four Year Expenditure History
By Main Appropriation



Co-operative Development
Four Year Staff History
By Main Function



Co-operative Development
Four Year Staff History